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ABSTRACT

This document contains the rules and regulations governing the functions of the All-University Senate at Washington State University. Article I outlines the Senate's powers and jurisdiction, which include serving as the legislative body of the faculty on all issues involving curricular and educational policies. Article II deals with the Senate's composition, which includes faculty and senate representatives, term, elections, and vacancies. Section III outlines the organization of the Senate. Article IV deals with the establishment of the Committee on Faculty Status, as a successor to the Faculty Executive Committee. Article V discusses petition, referendum, recall and amendment procedures. Article VI deals with the assumption of duties of existing committees; and Articles VII, VIII, and IX deal with schedule, evaluation, and date and procedures concerning the actual functioning of the Senate, respectively. (AF)

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UNIVERSITY SENATE

The Board of Regents of Washington State University, in the exercise of its general powers vested by law to enact laws, regulations, and policies necessary to govern the University, and acting upon the recommendations of the President of the University, of recognized student and faculty groups, and the administration, and with the knowledge that broad participation and discussion and careful analysis has been undertaken under the auspices of the "Committee to Prepare a Recommendation Relative to an All-University Senate for Washington State University," does hereby establish a University Senate with powers, duties and responsibilities as indicated herein.

ARTICLE I

POWERS AND JURISDICTION

Section I. The purpose of the University Senate is to provide a representative body of the University community to consider and to make recommendations to the President and appropriate administrative officials of the University, and through the President to the Board of Regents, on matters affecting the general welfare of Washington State University and its educational, research, and service activities.

Section II. A. The University Senate shall serve as the legislative body of the faculty to make recommendations in all matters requiring faculty action or approval of curricular and educational policies of Washington State University including:

1. Standards of admission.

2. Curricula and courses to be offered and the amount of credit for each course.

3. Standards of scholarship.

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4. Requirements for graduation.

5. The academic calendar.

B. The specific duties of the Senate shall also include, but not be limited to, the formulation of recommendations to the President and appropriate administrative officials of the University with regard to the following:

1. Development and review of plans and policies to strengthen the educational program of the University.

2. Review of the budget of the University to assess its general conformity with policies and priorities established or endorsed by the Senate.

3. Review of the master plan for the physical and educational development of the University.

4. Protection and enhancement of academic freedom of members of the University community.

5. Preservation and extension of academic responsibility of members of the University community.

6. Promotion of the general welfare of the University community.

7. Review of policies concerning the University's relations with its supporting community throughout the State of Washington.

8. Review of policies concerning the University's relations with outside agencies.

9. Review of rules and procedures of the University concerning the conduct of its members.

ARTICLE II

COMPOSITION, TERM, ELECTIONS, AND VACANCIES

Section I. The Senate shall consist of 100 elected members, 60 of whom shall be elected from faculty members of the Resident Instructional Staff; 20 from the undergraduate student body, including the President and Vice President of the Associated Students of Washington State University; 5 from the graduate

student body; and 15 from faculty members within the research, extension, student services, and library staffs.

Section II. The President, the Vice Presidents, and the Dean of the Graduate School, or their representatives, shall be ex officio non-voting members of the Senate. Such membership shall not preclude the right of the elected members of the Senate to meet in executive session.

Section III. A. The 60 seats designated for members of the Resident Instructional Staff shall be allocated in proportion to the number of Resident Instructional Staff "full-time equivalents" among the following: College of Agriculture, College of Home Economics, College of Engineering, College of Veterinary Medicine, College of Economics and Business, College of Education, College of Pharmacy, and each of the four areas of the College of Sciences and Arts, namely, Biological Sciences, Humanities and Arts, Physical Sciences, and Social Sciences. (See Appendix I for an example of this system of apportionment.)

B. By the majority vote of each faculty involved, a College or similar unit may allocate its quota of senators to constituencies consisting of single departments or groups of closely related departments and/or other major subdivision. However, the entire quota or any portion thereof may be elected "at large."

C. Resident Instructional Staff "full-time equivalents" assigned to the Honors Program and to all other programs shall be allocated to the areas in which they are distributed.

D. Each year the Executive Secretary of the Senate shall be responsible for the reapportionment of the Resident Instructional Staff seats at least 60 days prior to the election of Senate members and for determining the number of senators to be elected from each constituency.

Section IV. The seats designated for members of the faculty other than the Resident Instructional Staff shall be allocated to Colleges or similar units as follows: five to Extension, four to Agricultural Research, two to Engineering Research, two to Student Services, two to Library.

Section V. A. Faculty senators, including members of the Resident Instructional Staff, shall be elected for a term of two years and shall be eligible for re-election.

B. One-half of the faculty senators shall be elected each year, and following the first election the Senate shall determine by lot which of its faculty members shall serve an initial term of one year.

C. No faculty senator shall be elected to more than two full terms consecutively.

D. In order to be qualified for election to the Senate, members of the faculty must be on full-time appointment with the University.

E. Each department or similar administrative unit within a constituency may nominate faculty candidates by such means as it chooses. A candidate may also be nominated by a petition signed by 20% of the eligible voters within his constituency.

Section VI. A. Only faculty members with at least a half-time appointment are eligible to vote in elections for faculty senators.

B. A faculty member with appointment split between two colleges shall vote in the college in which he holds his major appointment. A faculty member with appointment split between two departments of the same college shall vote in the department in which he holds his major appointment. A faculty member with appointment formally split between categories of work-teaching and research, research and extension, etc., shall, where constituency divisions make it pertinent, vote in the category in which he holds his major appointment. If his appointment is split evenly between academic units, between categories of

work, or both, he shall inform the Executive Secretary of the Senate in writing by November 1 of each year as to the constituency in which he wishes to vote.

C. Any faculty member not covered by existing constituencies as described in this Article, may petition the Senate for assignment to a constituency with the consent of that constituency. Faculty members so assigned shall be counted in subsequent totals of constituency personnel for purposes of seat allocations, and shall be eligible to vote in such constituencies.

Section VII. A. Senators chosen by the student body shall be nominated and elected from constituencies to be determined initially by the Associated Students of Washington State University and by the Graduate Student Association.

B. Student constituencies shall be reapportioned each year in a manner to be determined by the University Senate.

C. Student senators shall serve a one-year term and shall be eligible for re-election.

D. In order to be qualified for election and tenure as a student member of the Senate, a candidate shall be a full fee-paying student and must be and remain in good academic standing.

E. In order to vote for student members of the Senate, voters must be registered, enrolled, and in residence at Washington State University. Other qualifications for student participation in the initial election of student senators may be determined by the Associated Students of Washington State University and the Graduate Student Association, after which these powers shall devolve upon the University Senate.

Section VIII. Election Procedure

A. Regular Senate elections shall be held at the same time in all constituencies. The specific date, to be determined by the Senate, shall be sometime during the last two weeks of April. Senators elected at this time

shall assume the duties of their office not later than June 1, the exact date to be determined by the Senate prior to the election.

B. Subject to the limitations set forth in this Article, the Senate shall have the power to determine the time, place, and manner of holding senatorial elections.

C. Vacancies due to death, recall, resignation, or inability to perform the duties of office may be filled by special elections held at a stated time each semester.

Section IX. Minimum Voting Requirements

A. For a student to be elected to membership in the Senate a minimum of 30% of the eligible voters in the electing cateogry for that position must have voted.

B. For a member of the faculty to be elected to membership in the Senate, a minimum of 40% of the eligible voters in the electing category for that position must have voted.

ARTICLE III

ORGANIZATION

Section I. The Senate shall have the power to organize itself and to make all by-laws and regulations necessary for its own proceedings.

Section II. A. The officers of the Senate shall include a Chairman, a Vice-Chairman, and an Executive Secretary.

B. The Chairman of the Senate shall be elected by and from the membership of the Senate, and he shall preside over its meetings.

C. The Vice-Chairman of the Senate shall be elected by and from the membership of the Senate, and he will assume the duties of the Chairman in the absence of the Chairman.

D. The Executive Secretary shall be a member of the faculty eligible for election to the Senate, and he shall be selected by the Senate for a three-year term and shall be eligible for re-election. If the person chosen is an elected member of the Senate, his seat thereby becomes vacant and shall be filled in the usual manner.

1. The Executive Secretary shall be an ex officio non-voting member of the Senate.

2. The Executive Secretary shall be responsible for operations of the Senate Secretariat, and his duties shall include, but not be limited to, the preparation and distribution of agenda materials for the Senate and its committees, the certification of election results, the processing of petitions, and the preparation and distribution of records of Senate actions.

Section III. A. Except for the stipulations herein provided, the Senate shall have the power to determine the number and size of its committees and the terms of office of committee members.

1. The Senate shall have the power to elect its own committees, and each committee shall be empowered to elect its chairman and other officers.

2. Any individual may be elected by the Senate to its committees, and subcommittees may include members who are not members of the parent committee.

3. Except for the Committee on Faculty Affairs, at least 25% of the members of all Standing Committees shall consist of students.

4. Chairmen of all Standing Committees shall be elected from members of the Senate.

5. The Standing Committees of the Senate shall include a Steering Committee.

a. The duties of the Steering Committee shall include matters relating to agenda, referral, voting, and elections. The Steering Committee shall also act as an emergency advisory council to the President, and it may serve as a Summer Executive Committee to carry out functions delegated to it by the Senate.

b. The Chairman, Vice-Chairman, and Executive Secretary of the University Senate shall, ipso facto, be members and officers of the Steering Committee. It shall include four additional faculty senators, three of whom shall be members of the Resident Instructional Staff; and four student senators, three of whom shall be undergraduates.

6. The Standing Committees of the Senate shall include a Committee on Committees.

a. The duties of the Committee on Committees shall include the nomination of committee members to be elected by the Senate, the production and general distribution of a Committee Manual, and the continuing evaluation of the Senate committee system.

b. The membership of the Committee on Committees shall consist of nine faculty members, six of whom shall be members of the Resident Instructional Staff; and nine students, six of whom shall be undergraduates. Members shall be nominated and elected by the Senate.

c. The Vice-Chairman of the Senate shall serve as Chairman of the Committee on Committees.

d. The faculty members of the Committee on Committees shall make nominations for faculty positions on committees, and the student members of the Committee on Committees shall make nominations for student positions.

B. The following Standing Committees, to be included in the initial structure of the Senate, are subject to modifications and to such rules and regulations as the Senate may prescribe; provided that modifications shall not be effective until approved by the Board of Regents.

1. Academic Affairs Committee

a. The Academic Affairs Committee shall be concerned with matters of undergraduate academic policy relating to new degree programs, minimum university requirements for graduation, admission requirements,

scholastic standards, calendar, catalog and curriculum innovation. It shall review and make recommendations to the Senate concerning catalog material.

b. The Registrar and the Director of Admissions shall be ex officio non-voting members of the Committee.

2. Graduate Studies Committee

The Graduate Studies Committee shall be concerned with matters of graduate academic policy relating to new degree programs, admission standards, minimum requirements for graduation, scholastic standards, curriculum innovation, and election to the graduate faculty. The Dean of the Graduate School shall be an ex officio non-voting member of the Committee.

3. Research Committee

The Research Committee shall be concerned with matters of policy relating to the administration of research funds, support for research, and the enhancement of research opportunities. The Dean of the Graduate School shall be an ex officio non-voting member of the Committee.

4. Faculty Affairs Committee

The Faculty Affairs Committee shall be concerned with matters of policy relating to appointment, promotion, tenure, and leave. It shall also consider matters of policy relating to standards of performance, professional ethics, faculty rights and responsibilities, academic freedom, and faculty compensation.

5. Undergraduate Student Affairs Committee

a. The Undergraduate Student Affairs Committee shall be concerned with matters of policy relating to undergraduate student rights, responsibilities, and general welfare.

b. At least 75% of the Undergraduate Student Affairs Committee shall consist of undergraduate members of the Senate. The Chairman shall be the President of the Associated Students of Washington State University.

6. Graduate Student Affairs Committee

a. The Graduate Student Affairs Committee shall be concerned with matters of policy relating to graduate student rights, responsibilities, and general welfare. In addition, it shall be concerned with policy relating to appointment, remuneration, and duties of Research, Teaching and Staff Assistants.

b. The chairman shall be a graduate student who is an elected member of the University Senate.

7. University Planning Committee

The University Planning Committee shall be concerned with matters of policy relating to long-range planning, building programs, space utilization, traffic control, and budget review.

8. Library Committee

The Library Committee shall be concerned with matters of policy relating to library facilities and services.

9. Organization and Structure Committee

The Committee on Organization and Structure shall review the operation and effectiveness of the Senate and make recommendations for improvements. The Committee shall also review, within a three-year period following the establishment of the Senate, the existing committee system of the University and seek its integration into the Senate.

10. Public Services and Community Relations Committee

The Public Services and Community Relations Committee shall be concerned with matters of policy relating to the extension, continuing education, research services, and community relations activities of the University.

ARTICLE IV

COMMITTEE ON FACULTY STATUS

Section I. The powers of the existing Faculty Executive Committee shall hereafter be vested in the Senate, except that its quasi-judicial functions shall be assumed

by a Committee on Faculty Status. As successor to the Faculty Executive Committee, the Committee on Faculty Status shall consist of nine members who shall be elected by the faculty at large in the same manner as its predecessor whose members shall continue to serve during the terms for which they have been elected.

Section II. The function of the Committee on Faculty Status shall include the conciliation and adjudication of disputes within the faculty and between members of the faculty and the administration. It shall make periodic reports (at least annually) to the Senate and to the faculty concerning its operations. It shall have the right to call special meetings of the faculty or any component thereof.

ARTICLE V

PETITION, REFERENDUM, RECALL AND AMENDMENT

Section I. Petition

A. Any member of the University community may in his own right bring any matter of University concern to the attention of the Senate through a Senate member, through a Senate committee chairman, or through the Executive Secretary of the Senate.

B. A matter of University concern may also be introduced for Senate consideration by a petition signed by 5% of the faculty members who are eligible for election to the Senate, or by 5% of the undergraduate student body, or by 5% of the graduate student body, or by any combination of percentages of these three groups which totals 5%. Matters introduced by such petitions shall be acted upon by the Senate within 60 academic days, excluding summer sessions.

Section II. Referendum

A. Any action of the Senate shall be submitted to a referendum vote of the faculty eligible for election to the Senate, and/or to the undergraduate student body, and/or to the graduate student body upon submission of a referendum petition signed by one-third of the faculty members who are eligible

for election to the Senate, or signed by one-third of the undergraduate student body, or signed by one-third of the graduate student body, or signed by any combination of fractions of these three groups which totals one-third.

B. The Senate shall decide by majority vote to which group or groups the issue shall be submitted, except that in any case it shall be submitted to the group(s) originating the petition.

C. Actions of the Senate subject to referendum shall be confirmed unless each group voting rejects the action by a majority of those voting, and unless this majority consists of at least 40% of the total membership of the faculty group(s).

D. The Executive Secretary of the Senate must be informed in writing of the intention to submit a referendum petition within two weeks following notice by the Senate of its action, and the completed petition must be filed with the Executive Secretary within six weeks of such notice. Senate actions under challenge by referendum petition shall be suspended pending the results of the referendum vote.

Section III. Amendment

A. Changes in the operation or function of the University Senate may be proposed by a two-thirds vote of the membership of the Senate, at a regular or special meeting, provided that a copy of any proposed amendment has been submitted by public notice at least 20 days prior to the date of the Senate vote on the proposed amendment.

B. After approval in the Senate, a proposed amendment shall be submitted by written ballot to faculty members and students entitled to vote in senatorial elections and, unless disapproved by at least one-third of all such electors, or by one-half of the faculty electors, the amendment shall be submitted through the President to the Board of Regents for approval or rejection at their next meeting.

Section IV. Recall

A. Any senator may be recalled from his position as the result of a special election initiated by a recall petition signed by 20% of his electorate. The recall petition shall be filed with the Executive Secretary of the Senate.

B. In the special election so initiated, the senator shall be recalled if at least 50% of those eligible to vote for this position have cast a ballot, and if a majority has voted in favor of recall.

ARTICLE VI

ASSUMPTION OF DUTIES OF EXISTING COMMITTEES

To the fullest extent feasible, the work of existing University committees shall ultimately be committed to the University Senate. In order to maintain continuity and to insure proper transferance of authority, all existing committees established by the Board of Regents or which exercise rule-making or adjudicatory authority delegated by the Board of Regents shall continue to function as usual until the Board of Regents specifically abolishes the existing committee and transfers the rule-making or adjudicatory function to the appropriate University Senate committee. Committees established by the Board of Regents which are hereby discontinued or whose functions and duties are changed, are identified and the changes hereby promulgated in Appendix II, which is incorporated herein and by this reference made a part of this document. It is specifically provided that the Student Conduct Committee, the Parking Appeals Committee, the Patent Committee, the Policy and Projects Committee of the Scholarship and Development Fund, the Research Committee, the Traffic Control Board, the Student Financial Aids Committee, the Isotopes Committee, the University Council, and the Health and Safety Committee shall be among those committees which shall continue to function in the usual fashion until specific

proposals are developed by the University Senate, submitted to the Board of Regents, and action taken by the Board of Regents approving transfers of functions to successor University Senate committees.

ARTICLE VII

SCHEDULE

The President shall appoint an interim committee to conduct the initial election of the Senate and to convene its first meeting.

ARTICLE VIII

EVALUATION

During the semester following the third full year of University Senate operation, a referendum shall be held for the purpose of determining whether (1) the University Senate structure should be continued as it is then operating; or (2) a committee be constituted for the purpose of proposing modifications to the then existing structure; or (3) the University revert to the system of governance in effect at the time of establishment of the University Senate.

The Resident Instructional Staff shall be reconvened in three years for the purpose of evaluating the University Senate, and the evaluation shall be conducted solely by the members of the Resident Instructional Staff.

The results of this evaluation shall be transmitted in writing to the President for submittal to the Board of Regents for appropriate action.

ARTICLE IX

The University Senate herein established shall become operative on July 1, 1971, or as soon thereafter as practical; provided that action may be commenced immediately to conduct the necessary elections and other organizational activities necessary for the University Senate to become an operative body. Except as provided in Article VI above, existing University committees shall continue to function only until succeeded by an operative University Senate committee.

APPENDIX I

Distribution of Resident Instructional Staff Senate Seats on the basis of the 1970-71 statistics:

Unit	FTE's	% Total FTE'S	No. of Seats on FTE basis*
College of Agriculture	54.680	7.412	4
College of Home Economics	24.060	3.261	2
College of Engineering	72.940	9.887	6
College of Veterinary Medicine	46.900	6.357	4
College of Economics and Business Administration	64.645	8.763	5
College of Education	84.035	11.139	7
College of Pharmacy	12.030	1.631	1
College of Sciences and Arts			
Biological Sciences	49.100	6.655	4
Humanities and Arts	132.368	17.942	11
Physical Sciences	93.470	12.670	8
Social Sciences	103.513	14.031	8
TOTALS	737.741	99.748	60

*The number of seats was determined by rounding off the actual values in number of seats calculated to the nearest whole number. (If this resulted in a total of 59 seats, that unit whose number of seats calculated was less than, but closest to X.500 would have one more seat assigned. If this resulted in a total of 61 seats, that unit whose number of seats calculated was greater than but closest to X.500 would have one less seat.)

APPENDIX II

Establishment of a University Senate with powers, duties, and responsibilities as heretofore indicated in the document to which this is appended requires the following modification to the Faculty Manual adopted October 15, 1965, and last amended October 16, 1970:

(1) The paragraph entitled OTHER FACULTY COMMITTEES of the Faculty Manual at page 14 is hereby repealed.

(2) The duties prescribed in item 2 of the paragraph entitled SPECIFIC DUTIES OF THE RESIDENT INSTRUCTIONAL STAFF at page 11 of the Faculty Manual and page 6 of the Additions and Changes to the Faculty Manual adopted October 16, 1970, shall hereafter be performed by the University Senate, except for item 2f which is hereby repealed.

(3) The Faculty Executive Committee previously established by the Board of Regents with duties defined specifically at page 13 of the Faculty Manual and generally throughout pages 15 to 42 of the Faculty Manual and in the Additions and Changes to the Faculty Manual adopted October 16, 1970, is hereby abolished and duties and responsibilities previously undertaken by the Faculty Executive Committee shall be performed by the University Senate and the Committee on Faculty Status.

5/1/71